

**HAMPSTEAD PLANNING & ZONING COMMISSION**  
**MINUTES**  
**December 18, 2019**

The Hampstead Planning & Zoning Commission met on Wednesday, December 18, 2019. Commission Chair Sharon Callahan called the meeting to order at 7:00 p.m. The following Commission Members were present: Kevin Malinowski, Deborah Painter and Jim Roark. Staff members present were: Tammi Ledley, Zoning Administrator and Lorena Vaccare, Assistant Zoning Administrator. Price Wagoner, the Carroll County Department of Planning liaison to Hampstead was also present.

Guests present: Council Member Marlene Duff.

**Minutes Approval**

Commission Member Kevin Malinowski made **a motion to approve the November 20, 2019 meeting minutes as presented.** Commission Member Deborah Painter seconded the motion. The motion passed with four votes for, no votes against and no abstentions.

**Business:**

Zoning Administrator Tammi Ledley gave a report to the Commission on the Main Street Revitalization project, stating that staff attended the twenty seventh monthly partnering meeting on October 17<sup>th</sup>, 2019. Mrs. Ledley further stated that crews have finished the section of Main Street from Shiloh Avenue to south of North Woods Trail except for a pending ADA inspection and a couple of outstanding items. C.J. Miller will be adjusting the manholes in that area as they were lower than the road. The permanent crosswalks will not be installed until there is warmer weather. The section from the northern railroad tracks to Farm Woods Lane has also been completed. The new traffic signal on North Woods Trail has been put online and should alleviate the timing issue on that light. Some of the streetlights in that section have been installed but not yet lit. A meter box has been ordered for power to those lights and they will be lit soon. C.J. Miller is prepared to begin removing the old sidewalks from Shiloh Avenue towards Gill, and they are hoping to pour concrete on Monday the 23<sup>rd</sup> weather permitting. In the remaining winter months, they will continue the old sidewalk removal and preparations for streetlight installations, these areas will then be covered with asphalt. The crews will commence the sidewalk work again in the Spring, replacing the asphalt with concrete. The crews will be working on putting in the new traffic signal on Gill Avenue and some work at the traffic signal at 482. This is all weather permitting as a lot of this work requires warmer weather. C.J. Miller anticipates the work to be completed by end of the year 2020.

Mrs. Callahan initiated the discussion of the recommendation of Ordinance 534. Mrs. Ledley stated that the ordinance was changed to stand in perpetuity instead of having to be approved every fifty years as it previously stood. The ordinance had been presented to council before, Councilman Thomas had a concern that it would conflict with the guidelines in place for permitting in our code. Mrs. Ledley advised that it does not conflict. If it isn't an emergency, a permit must be requested. Our code gives instruction on how to request that permit. Mr. Roark made **a motion to recommend Ordinance 534 for adoption.** Mrs. Painter seconded the motion. The motion passed with four votes for, no votes against and no abstentions.

Mrs. Callahan initiated the discussion on the new business at 1005 S. Main Street, Suite A, Total Restoration Services.

Mrs. Painter made **a motion to approve the business for 1005 S. Main Street, Suite A - Total Restoration Services.** Mr. Roark seconded the motion. The motion passed with four votes for, no votes against and no abstentions.

Mr. Roark made **a motion to approve the signage for 1005 S. Main Street - Total Restoration Services.** Mr. Malinowski seconded the motion. The motion passed with four votes for, no votes against and no abstentions.

Mr. Wagoner gave a report to the Commission, stating that the Carroll County Planning Commission adopted the comprehensive rezoning for industrial and commercial last week. That goes into effect December 22<sup>nd</sup>. All the new ordinance is online on the Carroll County Zoning site. Chapters 155 and 158 were updated. Their next steps are residential, agricultural and conservation. They will be working on that through the middle of the new year. That will be mostly all text and no map amendments. They are forgoing the Fall amendment to the Water and Sewer Master Plan, and expect the preparations for the Spring amendments to begin near the end of January.

Mrs. Callahan asked a question on the County's revision on non-conforming uses. Mr. Wagoner confirmed that the vacancy time limit for a nonconforming use is now twelve months instead of six months.

**Other Business:**

No other business.

**Public Comment:**

None.

Mrs. Painter made **a motion to adjourn.** Commission Member Kevin Malinowski seconded the motion. The motion passed with four votes for, no votes against and no abstentions.

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ATTEST

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CHAIR